Spreadsheets are used to import personnel within your school district. There are five tabs:

* + 1. Instructions
    2. Sites
    3. District Administrators
    4. Principals and Assistant Principals
    5. Teachers

**Sites:**

Sites worksheet must list all of the schools in your district. The Site ID number should be the school code/number that has been identified for your individual buildings. You will use the Site ID numbers in each of the worksheets to "assign" people appropriately.

**District Administrators:**

Dist. Admin. worksheet should include all district administrators. An administrator has full access to view all data for the entire district.

**Principals and Assistant Principals** (If applicable to your contract)**:**

The Principals\_AP worksheet should include all of the principals and assistant principals. The principal has access to only the data at their particular site(s).

**All** personnel changes will be made via the spreadsheet.

The entire sheet and file ***must*** remain intact. As personnel changes occur you will either add or remove a specific row. With each import the entire table is overwritten. Failure to keep current personnel on the spreadsheet and showing only new employees will cause all employees, except the new ones to become deactivated – losing access to all observations in the database.

The columns on each sheet ***must*** remain in place. It is not necessary to put in the job title or Salutation title for any one person but the column must remain in place. When a table is updated, it is done in full from left to right. If a column is missing it will populate the wrong fields with the wrong information.

Populate the e-mail addresses for all individuals. **If e-mail addresses are missing or typed incorrectly the users will not have the ability to receive email notifications of upcoming observations.**

Site ID's that are listed for personnel must be populated on the Sites sheet tab. Otherwise, the upload will fail.

Assigning users to more than one school can be accomplished by adding a second row with the other school(s) site ID(s).

Always send your updated spreadsheet to [customercare@mcrel.org](mailto:customercare@mcrel.org). By doing so, this task will be automatically captured in our ticketing system and you will receive an e-mail with a ticket number associated with the task.

As a reminder:

•        Do not enter a user on the worksheet without complete information

•        Delete the entire row when removing a user from the worksheet

•        In the body of the e-mail note which worksheet(s) need to be imported, i.e., Sites, Dist Admin, Principal\_AP, Teachers

•        Do not customize the spreadsheet in any manner – i.e., hidden macros, deleting  columns, etc.

•        Please double check your spreadsheet for accuracy before sending.

•        Spreadsheets with errors will be rejected causing a delay in the process of    getting users on the system.

•        Please do not send more than one spreadsheet per week

•        Imports usually take 48 hours to process. If you have an emergency, please let us know and we will do our best to accommodate your needs.